



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

SEPTEMBER 29, 2010

#80-10

VACANCY ANNOUNCEMENT

DEPARTMENT: AHA QUIN
POSITION: Office Associate
SALARY: DOE
BENEFITS: Health and Life Insurance, Paid Holidays, Sick Leave, Annual Leave and 401(k) Plan
CLOSING DATE: Open Until Filled
APPLY: Colorado River Indian Tribes
Human Resources Department
26600 Mohave Road
Parker, Arizona 85344

DUTIES: The core responsibility of the Office Associate is to assist the Property Manager in the management of a 175-space mobile home park, store and fuel station located along the Colorado River. The Office Associate reports to and is supervised by the Property Manager. Representative duties include, but are not limited to the following:

- Handle the day-to-day activities (cashier, stocking, cleaning, balancing cash drawers) of the park store;
- Process account receivables and payables;
- Process daily deposits;
- Process and mail monthly statements;
- Process employee time cards, new hire paperwork;
- Prepare office correspondence;
- Prepare leases and transfer documents;
- Assist the Property Manager in preparing and presenting budget for consideration by the Tribal Council;
- Assist the Property Manager in preparing and presenting financial reports including, but not limited to, budget to actual reports;

- Assist the Property Manager in monitoring the park and its residents to ensure compliance with lease terms and park rules;
- Positively represent the Colorado River Indian Tribes;
- Work weekends and holidays to accommodate the needs of the park; and
- Other duties as assigned.

REQUIREMENTS:

- Must have a high school diploma or GED;
- Minimum of 2 years of college or 3 years in accounting/clerical/office/payroll experience;
- Minimum of 3 years supervising subordinate employees;
- Demonstrated oral and written communication skills;
- Demonstrated computer literacy including use and knowledge of Microsoft Word and Excel;
- Consistent work history and excellent references;
- Experience maintaining a filing system;
- Valid Arizona or California driver's license;
- Ability to pass drug screening;
- Ability to pass Tribal background check; and
- Must be dependable, self-motivated with a positive attitude.

INDIAN PREFERENCE: The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.